

**Department of the Navy
Naval Support Activity Bahrain
Vacancy Announcement**

Announcement Number NSA-11-056

READ ENTIRE DOCUMENT CAREFULLY

Resumes/CVs not received by the closing date will NOT receive consideration.

OPENING DATE: 03 May 2011

CLOSING DATE: 23 May 2011

POSITION TITLE: Paralegal Specialist

PAY PLAN-SERIES-GRADE: BG-0950-09/11

STATUS: Full-Time, Permanent

MONTHLY SALARY RANGE: BD591.000-BD1537.200

LOCATION: RLSO EURSWA Bahrain

Who May Apply: BAHRAINI CITIZENS (1st priority consideration), NON-U.S. CITIZEN Spouses (2nd priority consideration), GCC NATIONALS, LOCAL FOREIGN NATIONALS, or CURRENT BG EMPLOYEES.

JOB DUTIES:

The duties of this position are responsible for providing legal advice and support to commands as well as military and civilian personnel and family members within the Southwest Asia area of responsibility. The incumbent is responsible for research, analysis, interpretation, and application of U.S. and Bahrain laws and regulations relevant to claims. In addition, the incumbent locates personnel, prepares correspondence and releases, and assists in negotiating settlements. Duties include advising and assisting command personnel handling cases that do not settle. Prepare and reviews reports for higher authorities as needed. The incumbent provide legal assistance support such as determining the nature of the client's matter, inputs information into the automated system, evaluates and categorizes the legal assistance requested and provided. The incumbent translate documents/correspondence and interprets various forms of dialogue from Arabic to English, to include legal proceedings and documents in support of the RLSO mission.

QUALIFICATIONS/ EVALUATION METHOD

To qualify for this position, your resume/CV must show sufficient experience and/or education to meet the qualification standards for the job and all required paperwork must be provided by the closing date of this announcement. If you do not meet the qualification standards, your resume/CV will not be referred for consideration for this position. Eligible applicants will be evaluated based on a comparison of the position requirements against the quality and extent of the experience or related education as reflected on their resume/CV. **In order for work experience to be evaluated, you must identify the name and phone number of each employer, the title of each job performed, as well as the start and ending dates of employment. If this information is not provided your resume/CV will not be evaluated for the position nor will it be referred for consideration. Your resume/CV must show relevant experience and/or education that have equipped you with the skills and abilities to perform the duties of the position.**

CONDITIONS OF EMPLOYMENT

1. Applicant must be able to speak, read, write and understand English fluently;
2. Applicant must be able to translate written and electronic products from English to Arabic and vice versa.
3. Applicant must be 18 years of age at the time of application;
4. Applicants other than Bahraini/GCC Nationals must be registered in LMRA. Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption;
5. A Current Good Conduct Certificate will be requested at the time of Job Offer; and
6. Must possess and maintain a valid Bahrain driver's license.

REQUIRED DOCUMENTS

Resume or CV

Copy of SF-50 (Internal Applicants)

Copy of CPR (Front and Back)

Copy of Passport & Residence Permit

Family Affiliations

Copy of Spouse's PCS order/Dependent entry approval for Non-U.S. Citizen Spouses; and

Copy of Bahrain Driver's License

Failure to Follow the below instructions WILL result in non-consideration

- ❖ **Do NOT submit copies of training certificates, letters of appreciation, experience certificates or any documents not listed above.**
- ❖ Announcement Number must be at the top of the first page of your resume/CV.
- ❖ **Family Affiliations** - On a separate page, **if you have any relatives currently employed by the U.S. Navy in Bahrain you must provide the following information:** Full name of relative (as reflected on CPR Card), CPR Number, Relationship (e.g., spouse, brother, cousin, uncle, etc.), Job Title, and Department. **Failure to disclose all family affiliation may result in termination of employment.**
- ❖ All documents must be legible.
- ❖ If all the required documents above are not provided, your resume/CV will not receive further consideration (Bahraini applicants will be contacted once and informed of missing/required documents and be given the additional opportunity to meet this requirement. This exception will only apply to Bahraini applicants; all other applicants must provide all required documents at time of application)

HOW TO SUBMIT YOUR RESUME/CV and REQUIRED DOCUMENTS

External applicants (non-BG employees) applying for jobs must send their resume/CV (application package) along with all required documents by **registered mail** through the **Kingdom of Bahrain's Postal Service** to:

Naval Support Activity Bahrain
Human Resources Office
P.O. Box 116
Manama, Bahrain

Only one application package will be accepted per registered mail envelope. Application packages submitted/received from external applicants by other than Kingdom of Bahrain's Postal Service Registered Mail will not receive consideration.

Internal applicants (current BG employees) may submit their application packages directly to HRO Bahrain. However, these packages must be complete at the time of submission. Failure to submit all required documents will result in the application not receiving further consideration.

ACKNOWLEDGEMENTS

No notifications are given regarding receipt or status of your application. You will only be notified if you are selected for the position.

SPONSORSHIP

Initial employment will provide for sponsorship of selectee only. Sponsorship of family members will be considered only after six months of satisfactory employment presuming employee meets the criteria set by Commander, Naval Support Activity.

MISCELLANEOUS

Management may fill vacancies by methods other than merit staffing procedures. Department of Navy is an Equal Opportunity Employer.

JOB INFORMATION HOTLINE

On-Base 439-1111

Off-Base 17-85-1111

<https://www.cnic.navy.mil/Bahrain/Departments/HRO/index.htm>